



**STATUS OF RESOURCES AND TRAINING  
SYSTEM**

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The OPR for this supplement is 21 SW/DOC (Mr. Scott J. Bridges). This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-201, *Status of Resources and Training System*, 12 Dec 2003. It is supplemented as follows and applies to all 21st Space Wing (SW) and subordinate units with an active Designed Operational Capability (DOC) Statement, all units identified on a DOC statement as a Direct Support Unit, the Personnel Readiness Unit (DPMXX), Manpower and Organization Office (MO), Logistics Readiness Flight (LGRRP) and the Wing Operations Center (WOC). It establishes policies and assigns responsibilities for 21st Space Wing Status of Resources and Training System (SORTS) reporting. It does not apply to ANG or AFRC. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol 4).

**SUMMARY OF REVISIONS**

This supplement was revised to conform to paragraphs in the revised basic AFI. A bar (|) indicates a revision from the previous edition.

1.4.6. (Added) Measured unit SORTS monitors will properly mark all SORTS worksheets given to the wing SORTS manager (WSM) with the appropriate classification (top, bottom, front, and back).

1.10.7.1. (Added) Wing/group commander prepared remarks that will amplify a measured unit SORTS report will be submitted to the WSM NLT one duty day after the 21 SW/CC SORTS briefing.

1.10.8.1.4. (Added) To ensure individuals are not double counted, unit and group commanders must ensure individuals are not counted in another unit's SORTS prior to including that unit's personnel in the commander's assessment of their SORTS report.

1.11.10.1.1.1. (Added) To meet SORTS timelines, the WSM will brief SORTS changes that occur during the month to the group commander and/or deputy group commander and, if determined by the 21 OG/CC or CD, the wing commander, in that order.

1.11.10.1.3.1. (Added) Prior to performing WSM responsibilities, personnel will complete the initial training program and a 25-question open book test. Minimum passing score is 90 percent, corrected to 100 percent. A certified SORTS manager will conduct training. Prior to performing duties as a unit SORTS monitor, every effort must be made to allow the SORTS monitor to attend an AETC SORTS Mobile Training Team (MTT) class. If this is not possible, individuals will receive training from the WSM using the AETC SORTS Mobile Training Team (MTT) slides. For units not in the local area and not able to attend the SORTS MTT class, the WSM will send the unit the AETC SORTS MTT training slides for review by the unit SORTS monitors. The unit commander will verify, in writing, that unit SORTS monitors have reviewed the slides and have been trained in local unit SORTS procedures. A copy will be maintained by the WSM. Measured unit SORTS monitors will notify the WSM in advance when a unit monitor or commander will be replaced. When possible, unit commanders and designated representatives will receive SORTS training from the WSM prior to, or as soon as possible, after assuming command. WSM will maintain a list of unit commanders that have received training.

1.11.10.2.3.1. (Added) The WSM will maintain a copy of each unit's DOC, appointment letters, authorization letters to release SORTS data, SORTS monitor's training certificates, unit SORTS worksheets for the last 3 months, 3 months of C-Status reports, and current HQ AFSPC briefing slides. This requirement may be met by maintaining either hardcopy or softcopy versions of the information. All 21 SW units will provide the WSM with updated documents within 5 duty days of a change to existing documentation.

1.11.10.2.4.3. (Added) The WSM will accomplish distribution of a new unit DOC statement. When the WSM is notified of a new DOC statement, the applicable unit's SORTS monitor will be notified and provided a copy. The unit SORTS monitor will ensure the unit commander reviews, signs, and dates the DOC statement and returns a copy of the signed DOC statement to the WSM. Logistics Readiness Flight (LGRRP) and the 21st Space Wing Manpower Office (21 SW/MO) require a copy of all DOC statements. The Personnel Readiness Unit will be given access to DOC statements maintained by the WSM. Only the WSM and the measured unit are required to maintain signed copies of the unit DOC statement.

1.11.10.2.6.1. (Added) The WSM will publish a quarterly training newsletter, which identifies Subordinate Reporting Organization (SRO) training objectives to cover deficient areas, concerns, and current changes that require attention. All SORTS monitors will review the quarterly newsletter no later than the last duty day of the month the newsletter was sent out, or the date designated by the WSM. Geographically separated units (GSUs) will maintain a record of the signatures and review dates for the last four quarters and provide a copy to the WSM. Quarterly SORTS training will be provided by the WSM for all local area unit SORTS monitors.

1.11.11.1.3.1. (Added) All 21 SW units will submit their monthly SORTS reports to the WSM no later than the date established by the WSM. Monthly SORTS reports will be briefed to the wing commander, or designated alternate, on the date coordinated and specified by the WSM.

1.11.11.1.3.2. (Added) All GSU's will submit SORTS reports via secure fax or SIPRNET with AUTODIN/DMS as a back up. Units that submit their reports over SIPRNET must fax the cover pages containing the unit commander's signature to the WSM within 24 hours after posting the report and notify the WSM that the report has been posted.

1.11.11.2.4.1.1.1. (Added) All local PAFB units will pick up copies of unit C-Status reports and HQ AFSPC briefing slides from the 21 SW/DOC. WSM will ensure C-Status reports and HQ AFSPC briefing slides are either faxed securely or posted to SIPRNET by the fifth duty day of the following month for units outside the local area. All commanders must review C-Status reports and HQ AFSPC briefing slides

(if applicable) before signing the unit's SORTS report. Units will keep current month of the C-Status report and the AFSPC/CV briefing slides on file. 18 SPCS is responsible for ensuring their detachment's C-Status reports and briefing slides are distributed to and maintained at the sites.

1.11.11.2.4.2.1. (Added) Measured units will establish written procedures to ensure any changes to unit SORTS C-Level data will be reported to the unit SORTS monitor immediately. The unit SORTS monitor will then submit a SORTS Update to the WSM ASAP, but no later than 6 hours following the change.

1.11.11.2.4.5. (Added) Measured unit SORTS monitors will maintain a continuity book. The book will contain (at a minimum) the following items: Required publications listed in AFI10-201\_AFSPCSUP1, letters of appointment, all applicable messages from higher headquarters, unclassified DOC Statement or location of the classified DOC Statement, unit specific procedures referred to in para 1.11.11.2.4.2.1. (Added) of this supplement, training documentation for all unit monitors, location of unit SORTS worksheets (last 3 months), location of latest C-Status Report, and a letter showing the last review by the WSM, a Staff Assistance Visit (SAV), or the date of the last self inspection.

1.11.11.2.4.6. (Added) Unit or supporting base personnel will verify worksheets for personnel and equipment numbers for measured units regardless of level. This verification will be annotated on the appropriate SORTS worksheets by either the signature or printed name of the individual verifying the numbers. If accomplished by unit personnel, the unit SORTS monitor preparing the report cannot verify the numbers.

2.4.9. (Added) During real-world/exercise contingency operations, or when otherwise directed, all 21 SW units will accomplish the following:

2.4.9.1. (Added) After notification of recall, UCC/CRE activation or increase in readiness condition (LERTCON), perform an initial SORTS data review and pass the results to the WSM or WOC. This may be done verbally, over a secure phone, if there are no changes to current status.

2.4.9.2. (Added) If any changes are made during a review, submit an Urgent SORTS report to the WSM as soon as possible, but NLT 6 hours following the change. Exercise SORTS Reports must be marked "EXERCISE" at the top and bottom of each page.

2.4.9.3. (Added) The WSM will transmit SORTS data as required, after the 21 SW Battle Staff is briefed and upon approval of the wing commander.

2.4.10. (Added) Any changes that affect a unit's SORTS must be reported to the WSM as soon as possible but no later than 6 hours after the changes occur.

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